



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 5510.100D  
DNS-34  
6 Nov 2013

OPNAV INSTRUCTION 5510.100D

From: Chief of Naval Operations

Subj: NORTH ATLANTIC TREATY ORGANIZATION SECURITY PROCEDURES  
FOR NORTH ATLANTIC TREATY ORGANIZATION CONTROL POINTS  
UNDER THE ADMINSTRATIVE CONTROL OF THE CHIEF OF NAVAL  
OPERATIONS SUB-REGISTRY

Ref: (a) United States Security Authority for North Atlantic  
Treaty Organization Affairs (USSAN) 1-07, 2007  
(NOTAL)  
(b) SECNAV M-5510.36 of 1 June 2006

Encl: (1) Sample Courier Authorization letter

1. Purpose. To update security policy and procedural guidance for the control and handling of North Atlantic Treaty Organization (NATO) classified material by NATO control points within the National Capital Region established under the administrative control of the Chief of Naval Operations (CNO), NATO Sub-Registry. This instruction is being reissued with a new date, updated version and signature authority to meet CNO's age requirement for Office of the Chief of Naval Operations (OPNAV) instructions.

2. Cancellation. OPNAVINST 5510.100C.

3. Scope and Applicability. Basic guidance is provided for the NATO Security Program for both military and civilian personnel assigned to Department of the Navy (DON) commands for which the CNO Sub-Registry, DNS-34C, has been authorized to act as NATO control point under their administrative cognizance. This instruction supplements references (a) and (b).

a. Safeguard Requirements. References (a) and (b) establish and implement security procedures for safeguarding classified NATO and atomic information (ATOMAL) material within DON.

b. Policy. This instruction establishes how the policies and procedures contained in references (a) and (b) will be implemented by control points under the administrative control of the CNO Sub-Registry. In these procedures, the following definitions are used:

(1) "NATO material" applies to all NATO classified paper and electronic documents.

(2) "Accountable NATO material" applies to all NATO Top Secret information (COSMIC), NATO secret and ATOMAL (regardless of classification level) material.

c. General Regulations

(1) The CNO Sub-Registry is responsible for:

(a) The control, accountability, and distribution of all NATO material and accountable NATO material.

(b) The establishment, inspection and disestablishment of NATO control points.

(c) The maintenance of lists of personnel authorized to have access to NATO classified information in the CNO and other cognizance commands served by the CNO Sub-Registry.

(2) CNO Sub-Registry personnel are the only authorized persons to reproduce, destroy, or make entry of changes or corrections to COSMIC and ATOMAL documents.

(3) NATO documents addressed to the CNO Sub-Registry shall be available for distribution to control points via Secret Internet Protocol Router Network (SIPRNET) computer terminals. All NATO documents classified secret received via the SIPRNET router or hard copy paper by NATO control points from sources other than the CNO Sub-Registry shall be delivered immediately to the CNO Sub-Registry for accountability and control.

(4) Requests to the Central U.S. Registry or establishment or disestablishment of COMSIC Top Secret, NATO

secret or ATOMAL sub-registries shall be submitted via Deputy Under Secretary of Navy, Plans, Policy, Oversight and Integrations (DUSN (PPOI)), per reference (a).

(5) NATO control points are responsible for controlling NATO material below the CNO Sub-Registry level.

(6) NATO control officer is responsible for controlling access to NATO material, per reference (a), and maintains custody files for NATO material.

(7) A NATO control point under the CNO Sub-Registry shall be established for each OPNAV, Secretary of the Navy (SECNAV), and DON staff office that requires receipt of NATO material. The command or directorate head shall submit a written request to CNO Sub-Registry justifying the need to be established as a control point. Upon approval by the OPNAV Security Manager, the command or directorate shall appoint, in writing, one individual to act as control officer and one or more alternates who will be responsible for the receipt, distribution, and keeping record of all NATO classified documents within the control point they service.

(a) Requests to be established as a NATO control point by commands other than those listed in paragraph 3c(7) shall be submitted to the DUSN (PPOI) per the requirements of reference (a). If approved by the DUSN (PPOI) and established under the cognizance of the CNO Sub-Registry, the command shall appoint the individuals as described in paragraph 3c(7).

(b) Each NATO control point must update and submit a DAAG Form 29 Sub-Registry/Control Point Signature List listing the control officer and alternate(s).

(8) The command shall notify CNO Sub-Registry in writing when the need for a control point no longer exists. Accountable NATO material and records to be retained (not eligible for local destruction) shall be returned to the CNO Sub-Registry. Those records (such as destruction reports) eligible for destruction in the near future may be retained, and disposed of by the command when eligible.

(9) When a control point notifies the CNO Sub-Registry of a change in the control officer, the CNO Sub-Registry will conduct an inventory of the control point to be ensure their records and documents are in order for the new control officer. During this inventory the CNO Sub-Registry will verify that the new control officer is aware of the proper procedures for the handling of NATO documents and briefing of personnel in the control point.

d. Access to NATO Material

(1) Control of Access to NATO Material. Only the control officer or alternate is authorized to and responsible for briefing all personnel under his or her cognizance requiring access to NATO material on NATO procedures, authorizations, and for processing requests for certificates of security clearance.

(2) General. COSMIC, NATO and ATOMAL are not classifications, but indicate procedures for the handling and issuing of documents. Access to NATO information is granted on the basis of:

(a) A U.S. security clearance of the same level as classified information;

(b) The assurance that the procedures are known and understood by the person; and

(c) The "need-to-know."

(3) Procedures for Access

(a) Before granting access to ATOMAL information, all personnel must:

1. Have a final U.S. security clearance for the same level of classified information that access is required; and

2. Have an ATOMAL briefing or re-briefing certificate stating that they have read and understand NATO security rules covered under paragraph 3.5.2 of reference (a) and they understand the consequences that sections 793 and 794 of title 18, U.S. Code, provide, and have a "need-to-know."

(b) Before granting access to COSMIC information, all personnel must have a final U.S. top secret security clearance; have signed an OPNAV 5511/27 Briefing/Re-briefing/Debriefing Certificate, stating that they have read and understand NATO security rules covered under attachment 3, section 6, paragraphs e through g of references (a); they fully understand the consequences that sections 793 and 794 of title 18, U.S. Code, provide when classified information passes into unauthorized hand either by intent or through negligence; and have a "need-to-know."

1. OPNAV control officer shall submit the original and one copy of the request for access, using OPNAV 5510/418 Security Indoctrination Certification and Request for Clearance and Special Access to the CNO Sub-Registry who will then certify the level of the U.S. security clearance held by each person requiring access. For activities outside of OPNAV, the control officer shall send the request via the command or commanding officer to verify a U.S. security clearance is held by each person. Each request shall include an OPNAV 5511/27 that is signed by the person who needs the authorization and verified by the control officer.

2. The control officer shall notify CNO Sub-Registry, in writing, of personnel whose authorization is cancelled due to detachment, transfer, or when the "need-to-know" no longer exists.

(c) Before granting access to NATO secret and NATO confidential information, personnel must possess a U.S. final security clearance, at a minimum, at the same level of classified information they require access to; have signed an OPNAV 5511/27, which states that they read and understand the proper security regulations outlined in paragraph 3.3.1 of reference (a), and know the penalties prescribed by law for negligence or international compromise of classified information; and have a "need-to-know."

(d) Once the CNO Sub-Registry has endorsed the request for authorization, the control officer is authorized to approve access to NATO documents, only when personnel meet the

requirements above. The control officer and each office he or she serves shall maintain a list of persons permitted access to NATO information.

(e) Each NATO control point must have on file with the CNO Sub-registry a DAAG Form 29, which lists the control officer and alternate(s). The control officer and alternate(s) are the only personnel authorized to access NATO documents from SIPRNET or pickup and deliver NATO material to the CNO Sub-registry for the NATO control points.

(f) CNO Sub-Registry shall ensure access levels are entered into the local Joint Personnel Adjudication System (JPAS) as official records.

e. Markings

(1) "COSMIC" appearing on a document reflects the document is the property of NATO, and the document is subject to special security procedures outlined in reference (a). These markings applied to documents indicate that the documents may be circulated throughout NATO. NATO top secret material is marked "COSMIC TOP SECRET".

(2) ATOMAL information is either U.S. restricted data or formerly restricted data or UK atomic information that has been officially released to NATO.

(3) NATO has four levels of classified materials and the material is marked as: COSMIC top secret, NATO secret, NATO confidential or NATO restricted (NR). The first three classifications are the same as the U.S. classifications and are given equivalent protection. Restricted material will be protected equivalent to for official use only (FOUO) material. There is no equivalent U.S. classification marking to "NR." NATO information classified as restricted shall be safeguarded in a manner that will prevent disclosure to non-government personnel.

(4) NR information may be stored in filing cabinets, desks, or other containers which are located in rooms where internal building security is provided during the non-duty hours

by U.S. Government or government contractor personnel. Where such internal security is not available, locked buildings or rooms usually provide adequate after-hours protection.

(5) NATO classified information included in U.S. classified documents shall be identified by applying the appropriate NATO marking to the extracted portions. The top and bottom of the page containing the NATO information shall bear only the U.S. classification marking, except when all information on the internal page is NATO, the page should be marked with the highest NATO classification. The cover (or in the absence of a cover, the first page) of the document shall contain the following notation: "This document contains NATO (classification) information."

(6) When NATO information classified NATO confidential and above is extracted and included in U.S. unclassified documents, the document shall be classified and marked with the highest classification in U.S. terms, and protected at the U.S. classification level equivalent to the level of classification of the extracted material. The cover (or in the absence of a cover, the first page) of the document shall contain the same statement as cited above.

(7) When NR information is included in U.S. unclassified documents, the following statement shall be affixed to the top and bottom of the page: "This page contains NR information and shall be safeguarded per USAAN Instruction 1-07." The cover (or in the absence of a cover, the first page) of the document shall contain the following notation: "This document contains NR information" and each extracted portion be marked with "NR."

f. Application of NATO Markings to U.S. Documents

(1) U.S. information shall retain its U.S. security classification (shall not bear COSMIC or NATO markings) until it is introduced into NATO.

(2) Documents prepared only for U.S. use shall not bear a NATO marking. This includes:

(a) Any U.S. comments on NATO papers where such comments are not intended for introduction into NATO;

(b) U.S. letters of transmittal which reference NATO documents; and

(c) File copies of U.S. documents released to NATO containing the NATO markings, which remain in U.S. channels.

(3) Normally, NATO markings are applied by CNO Sub-Registry. In the case of bulk shipments of documents, the NATO marking may be applied by the preparing agency.

(4) Extracted ATOMAL information placed in U.S. documents will be appropriately portion-marked with the ATOMAL classification markings, the first page and or cover containing the "Restricted Data/Formerly Restricted Data or United Kingdom ATOMIC" caveat statement, and the document marked with the highest classification of U.S. terms.

g. Hand Carrying of NATO Material within a Command or Immediate Vicinity

(1) CNO Sub-Registry is the approval authority for hand carrying NATO materials. The control officer for the NATO control point may authorize the hand carrying of NATO classified material within the command or its immediate environs.

(2) When NATO classified material is being carried within the command or its immediate environs as part of normal duties, reasonable precautions, such as placing a U.S. classified cover sheet over the material, will be taken to prevent inadvertent disclosure. Material will also be stamped with appropriate NATO classified markings.

(3) If the movement requires transportation other than walking, double-wrap and address the NATO classified material the same as would be done to a classified U.S. document. A briefcase may be considered the outer wrapping in this case.

(4) When the accountability of NATO classified material is actually being transferred to another command or control point, it must be processed according to the procedures outlined in paragraph 3g(1).



h. Courier Cards. Continental United States (CONUS) DD Form 2501 Courier Authorization Cards are for use by individuals hand carrying classified material, by means of surface transportation within a commuting area of the command. CONUS courier authorization cards will be issued to individuals by their issuing authority (security coordinators or alternates for OPNAV, SECNAV, or DON staff offices) on an "as needed" basis for a period up to 2 years. Individuals will retain courier authorization cards on a permanent basis to preclude unauthorized removal of classified material. Outside of the continental United States (OCONUS) courier authorization cards for NATO classified material are issued only by the CNO Sub-Registry after receipt of OPNAV 5510/422 Instruction Brief for couriers of NATO Classified Documents Certification. A courier authorization request must be submitted on command letterhead to the command security manager to justify the need to courier NATO material OCONUS. A courier authorization letter at enclosure (1), signed by the security manager, must accompany member in a travel status. The personal hand carry of COSMIC top secret documents internationally is prohibited.

i. Authorization to Hand Carry NATO Classified Material in a Travel Status

(1) Because of the associated security risk inherent in hand carrying classified material while in a travel status, authority will only be granted when:

(a) The courier has taken all reasonable steps, however is unable to arrange for the information to be available when it is required;

(b) The courier is authorized for access to at least the level of the classification of the documents to be carried;

(c) Documents have been listed, checked against the list, and a copy of the list is retained by the courier's NATO control officer (for hand carrying within the immediate environs of the command) or the CNO Sub-Registry (for other hand carrying authorization);

(d) Courier is aware of any secure storage facilities on NATO or national premises available during any planned overnight stops;

(e) Courier has a suitable container or case, bearing a label with identification, into which the documents can be locked and kept with the courier at all times;

(f) Package to be sealed contains only NATO official documents;

(g) Package is sealed with a NATO, national, or company seal or protected under procedures designed to prevent customs examinations;

(h) The blocks entitled "Details of Itinerary" and "Specimen of Seal Used" on the courier certificate are completed per the note at the bottom of the certificate;

(i) Courier is not routed by surface routes through non-NATO nations or by air routes over countries with special security risks, and is not scheduled to travel in such country-owned aircraft or ships;

(j) Authorities at the destination of the courier are informed of the expected date, time, and place of arrival; and

(k) Courier has read and signed the NATO acknowledgement and handling instructions, OPNAV 5510/418.

(2) When authorization has been granted to hand carry NATO documents across national frontiers between NATO nations, the following instructions must be read and adhered to:

(a) Accounting for Documents

1. The documents carried must be listed and must be checked against the list in front of the authorizing official. A copy of the list must be left with the authorizing official or with the carrier's office.

2. Document authorized for return journey, must be checked against authorizing official list on return.

(b) NATO Courier Certificate. Couriers will be provided with a NATO courier certificate at enclosure (1) bearing an authorizing official's signature and stamp. This certificate should be kept with courier at all times.

(c) Sealing of Packages

1. The authorizing official will seal the NATO official documents in a package. A specimen of the seal used will be placed opposite the appropriate stage of courier's journey on the courier certificate.

2. If courier has opened the package to use the documents, they must have it re-sealed (and a specimen of the seal used, placed on the courier certificate) for each stage of their journey which involves crossing a frontier.

3. If courier is carrying documents for someone else, the sealed package must bear the name and address of the sender and of the addressee.

(d) Container. As soon as the package has been sealed, the courier shall lock it in a briefcase and see that the case has a label on it with identification and instructions.

j. Return with NATO Material. Upon return to the command, any NATO classified documents acquired must be turned in to the control officer or alternate for accountability. If documents are NATO secret, the control officer or alternate must bring to the CNO Sub-Registry to establish proper controls. Once the documents are controlled they will be returned to the control point for retention or appropriate action.

k. Accounting, Control, Receipt, and Transmittal

(1) Only the control officer or alternate shall receive accountable documents from the CNO Sub-Registry.

(2) Only the control officer or alternate shall return accountable documents to the CNO Sub-Registry.

(3) Only the control officer or alternate shall request documents held by the control officer.

(4) ATOMAL material shall not be maintained or controlled by a control point. If ATOMAL material is received from sources other than the CNO Sub-Registry, it must be brought to the Sub-Registry for control and accountability. All ATOMAL material must be controlled by the CNO Sub-Registry. Recipients may allow access to other persons if necessary, but they must be aware of the document's location, ensure anyone having access to it has a valid ATOMAL authorization on file with the CNO Sub-Registry, and make sure the name on the disclosure sheet is printed and signed. ATOMAL material held at a control point for more than 6 months must be justified to the CNO Sub-Registry in writing.

(5) Documents classified "NR" shall be packed and mailed as U.S. First Class Mail and, at a minimum, be single wrapped.

(6) Documents containing NR information shall, as a minimum, be transmitted by U.S. Postal Service First Class Mail within the United States and its territories.

(7) To ensure continuous control by U.S. personnel, transmission outside the United States and its territories shall be U.S. Postal Service First Class Mail using an Atlantic post office or fleet post office address. Geographical addresses and international mail channels may be used for transmitting NR to or within NATO countries.

1. Reproduction. Accountable documents shall be reproduced only by the CNO Sub-Registry, and only if authority has been given by the Central U.S. Registry. Documents to be reproduced should be brought to CNO Sub-Registry, Room 5B542, Pentagon, for reproduction. The CNO Sub-Registry will provide the copy numbers assigned to the reproduced copies for control points and inform the Central U.S. Registry of reproduction of COSMIC or ATOMAL documents after receiving authority and their concurrence.

m. Dissemination of NATO Material and Exchange of Documents

(1) NATO documents to be mailed to other U.S. commands shall be returned to the CNO Sub-Registry by the control officer or alternate with proper notation on the route slip. CNO Sub-Registry shall mail the documents to the addressee through the proper channels. Exchanging documents controlled by CNO Sub-

registry between NATO control points in OPNAV to NATO sub-registries, NATO control points or activities outside of OPNAV without sending them through the CNO Sub-Registry for coordination is forbidden.

(2) U.S. documents shall not be attached to or included with NATO documents being sent to other activities. NATO material enclosures to U.S. letters or documents shall be brought to the CNO Sub-Registry for forwarding under "separate cover" through the proper NATO channels.

n. Release of Information to NATO. Except in cases where authority has been specifically assigned, classified U.S. information to be released to NATO by message must be cleared for disclosure authorization before sending. The disclosure authority must be provided by a command that has been specifically delegated that authority per SECNAVINST 5510.34A. After receipt of authorization, the documents should be forwarded to the proper U.S. document officer for release. Documents with unclassified information may be released by the originator of the document. Those documents shall be sent to the proper U.S. documents officer.

o. Transmission of NATO Material and Handling Procedures for Incoming Electronically Sent Messages

(1) The OPNAV communications officer (Deputy Navy Liaison, Pentagon Communications Center) is assigned as alternate NATO control officer of the CNO Sub-Registry for messages only. The OPNAV communications officer is responsible for the enforcement of proper handling procedures for NATO material in the OPNAV communications office and shall control the reproduction of all messages bearing a NATO marking.

(2) During normal working hours, all copies of COSMIC and ATOMAL messages received shall be given to the CNO Sub-Registry. Other NATO messages shall be sent to the control point of the responsible activity.

(3) All NATO messages received by the communications office after normal working hours shall be sent to the Navy Department duty captain in the Navy Command Center (NCC) for action. The messages shall be handled only by persons having the proper authorization for access to NATO information. On

completion of action, messages shall be returned to the communications office for delivery on the next working day. The destruction of NATO messages by NCC personnel is forbidden.

(4) NATO classified messages shall be handled only by those persons having proper authorization for access to NATO classified information.

(5) Accountability for COSMIC and ATOMAL messages shall be accomplished by CNO Sub-Registry.

p. U.S. Electronically Transmitted Outgoing Messages

(1) Classified Messages. Messages shall be addressed to the proper U.S. representatives authorized to process NATO messages listed in the Standard Navy Distribution List and shall include internal passing instructions indicating the ultimate addressee followed by the statement: "This message is authorized for release into NATO channels and authorization is granted to apply the NATO markings." Example of passing instructions of a message addressed to U.S. Documents Office, Allied Forces, Southwestern Europe (USDOCOSOUTH): "USDOCOSOUTH NOT ADDEE PASS ACTION (INFO) TO CINCSOUTH. THIS MESSAGE IS AUTHORIZED FOR RELEASE INTO NATO CHANNELS AND AUTHORIZATION IS GRANTED TO APPLY THE NATO MARKINGS."

(2) Unclassified Messages. Messages containing unclassified information to be entered into NATO shall be delivered to the communications office for transmission. These messages shall be addressed to the U.S. documents office and will include internal passing instructions indicating the intended addressee followed by the authorization statement quoted in the preceding paragraph. Review by Navy International Program Office is not necessary.

(3) Communications "Service" Messages. Communications officers and or communications watch officers are assigned the authority to apply the NATO markings on service messages only. These service messages should not contain any intelligence information and must carry the same classifications and priority as the message being serviced.

(4) Outgoing Messages. For outgoing message processed following subparagraphs 3p(1) through 3p(3), NATO markings shall not be applied to copies sent to or kept by a U.S. agency.

q. Safeguarding and Storage. NATO documents shall be safeguarded and stored in containers required for the storage of U.S. documents of equal security classification. NATO documents may be stored in the same containers as non-NATO material provided they are separated by a file divider. No indication as to the subject matter shall appear on the outside of the container. NATO classified material shall not be retired to a U.S. depository, but shall be destroyed when it has served its purpose. Only the Central U.S. Registry as the official U.S. repository has authority to permanently hold and or retire NATO material. Knowledge of combinations will be restricted to the smallest number of persons. Combinations on containers with NATO documents have to be changed at intervals of not more than 12 months, whenever a change of personnel occurs or whenever a compromise has occurred or is suspected. In addition, if NATO material is secured in the same container with U.S. material, the combination will not be marked "NATO", but will bear U.S. markings with the caveat "(NATO) COSMIC or ATOMAL (as applicable) access required." If the container only secures NATO material, the envelope and the form containing the combination will bear NATO markings.

r. Destruction of NATO Material. ATOMAL and COSMIC documents shall be destroyed only by CNO Sub-Registry personnel. Other NATO documents issued to control points for retention may be destroyed by the control point, under security regulations for equal U.S. material, but not earlier than 6 months from date of receipt. Destruction reports of NATO material must be kept following paragraph 5.9 of reference (a); for COSMIC top secret, minimum of 5 years and for NATO secret minimum of 2 years. Destruction reports for NATO must contain the CNO Sub-Registry document control number, short title, copy number(s), date of document, and be signed by two cleared and briefed people. A copy of the destruction reports for NATO secret should be forwarded to the CNO Sub-Registry when documents have been destroyed by the NATO control point. Destruction reports for NATO secret must be maintained for a period from date of signature on report of at least 5 years. Reports of destruction for NATO material must be separate for ATOMAL, COSMIC, and NATO

secret and be separate from U.S. classified material. Emergency destruction plans shall include instructions for safeguarding NATO material. All NATO documents on hand should be reviewed at least every 6 months to determine if they have served their purpose. If it is determined that a document has served its purpose, it can be destroyed before the maximum retention date. This also applies to excessive copies of the same document.

s. Security Clearance Certificate for Access to NATO  
Classified Information during Travel

(1) To comply with NATO requirements, whenever an individual travels overseas to confer with officials of a foreign government or a NATO office, agency, command, or contractor, and the visit will involve access to NATO classified information, the courier certificate at reference (a), enclosure (2), shall be executed by an appropriate agency official. An authentication seal is desirable, if available.

(2) This certificate shall be sent in advance to assure timely receipt by the addressee. In exceptional circumstances, the information required by the certificate may be supplied by other means of communication but must be confirmed in writing. A copy of this certificate should not be given to the traveler although it is advisable to include security clearance status in official orders.

t. Annual Inspection of Control Points. NATO control points must be inspected every 12 months and inspection reports kept for review by CNO Sub-Registry during the 24 month Central U.S. Registry inspection.

(1) Control points located in the Washington, DC, area shall be inspected by CNO Sub-Registry personnel on an annual inspection schedule arranged with individual NATO control points.

(2) CNO Sub-Registry has no NATO control points outside the Washington, DC, area. Therefore, there is no requirement for inspections outside of the Washington Metropolitan area.

(a) The inspection report shall be completed regardless of whether there is NATO material on hand or not.



When a question does not apply to the control point, the words "not applicable" or "n/a" should be written in.

(b) A signed copy of the inspection report should be maintained by the CNO Sub-Registry. Corrective action of any discrepancies should be included in the "remarks" section.

(c) The NATO inspection checklist, located reference (a) and available at <https://securecac.hqda.pentagon.mil/cusr/> used in preparation for the annual inspection of NATO control points.

u. Compromise and Other Security Violations

(1) When a NATO document is believed to be lost or compromised, a written report should be sent to the CNO Sub-Registry immediately by the control officer of the NATO control point concerned, as provided in reference (b), chapter 12. (OPNAV Report Control Symbol (RCS) 5510-6B applies.)

(2) All SIPRNET account holders will read the NATO briefing and sign the NATO briefing certificate as a prerequisite to assignment of SIPRNET account. This is done as an additional measure of protection of NATO material.

v. Emergency Action Procedures. The following instructions govern emergency action procedures for the protection, removal, and destruction of NATO classified material during a fire, natural disaster, civil disturbance, or enemy action.

(1) Purpose. To prescribe procedures for safeguarding of all NATO classified material under the jurisdiction of this sub-registry in the event of any of the emergencies listed above.

(2) Implementation. For the CNO Sub-Registry and NATO control points within OPNAV and SECNAV offices in the Pentagon, emergency procedures will be implemented at the direction of the Director, Pentagon Force Protection Agency (PFPA) or General Service Administration building manager via computer based emergency notification system (CENS) or "Big Voice" intercom announcements. In the event of the absence of the above, the senior individual present will implement these procedures. Occupants will be further alerted through the building alarm

system. For those control points not physically located in the Pentagon, emergency procedures must be established per their command, building, and facility requirements, and NATO regulations, unless they have been granted a waiver in writing of this requirement by the Central United States Registry.

(3) Procedures. Upon receipt of implementing instruction:

(a) NATO classified material will be returned to authorized security containers which will then be locked and left in place.

(b) Personnel will remain at duty positions pending receipt of further instructions.

(c) In the event of natural disaster (i.e., storms, earthquake, or fire, etc.), necessitating evacuation of personnel, NATO classified material will be secured in authorized storage containers.

(4) Destruction. The CNO sub-Registry and NATO control points physically located within the Pentagon are to make provisions for document destruction outlined in reference (a) (paragraph 5.10) regarding the emergency destruction of classified NATO material. NATO control points not located in the Pentagon need to establish priorities of emergency or destruction which are consistent and relative by level of classification, i.e., priority 1: top secret, COSMIC top secret ATOMAL, and COSMIC top secret; priority 2: U.S. secret, NATO secret ATOMAL, and NATO secret; priority 3: U.S. confidential, NATO confidential ATOMAL, and NATO confidential; priority 4: FOUO, U.S. unclassified requiring operations security protection, NR, and NATO unclassified. At no time should the emergency evacuation and destruction of NATO material prohibit that of the United States, of a higher or the same priority, especially communications security code word, and special access material.

(5) Relocation. Relocation will generally be limited to the relocation of personnel and material required for operations following contingency plans.

(6) Safety. In the implementation of above procedures, personnel safety will be considered paramount. Above procedures will be implemented only when personal safety of individuals is not in jeopardy.

(7) Guards. The PFPA is responsible for protection of the Pentagon, its occupants, and government and private property. The OPNAV Security Manager, interfaces with PFPA and in consonance with guidelines, administers security enforcement procedures within OPNAV and the Secretariat through the security coordinators.

(8) Reports. Post reporting is required in the event of any emergency. Reporting will include all details surrounding the emergency, including extent of compromise and possible compromise, as applicable. Reporting will be accomplished without delay, through command channels to DUSN (PPOI). Format contained in reference (b), exhibit 12B, will be followed relative to compromise and possible compromise situations (OPNAV RCS 5510-6B applies).

(9) Posting Requirements. One copy of these procedures will be conspicuously posted within each area where security containers are used for the storage of classified NATO material.

4. Action. All personnel assigned to the offices and commands on distribution for this instruction shall comply with references (a) and (b) and this instruction.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Reports and Forms

a. The reports identified in paragraph 3c(8) are exempt from reports control by SECNAV Manual 5214.1 of December 2005.

b. Reporting requirements in paragraphs 3u(1) and 3v(9) fall under OPNAV RCS 5510-6B.

c. DD Form 2501 Courier Authorization; OPNAV 5510/418 Security Indoctrination Certification; DAAG Form 29 Sub-Registry and NATO Control Points Signature List; OPNAV 5510/422

OPNAVINST 5510.100D  
6 Nov 2013

Instruction Brief for Couriers of NATO Classified Documents Certification; and OPNAV 5511/27 Briefing, Re-briefing and Debriefing Certificate may be obtained from the following:

(1) Naval Forms OnLine at:  
<https://navalforms.documentservices.dla.mil/web/public/home>.

(2) The CNO Sub-Registry, Room 5B542, Pentagon, or via  
<https://securecac.hqda.pentagon.mil/cusr/>.



S. H. SWIFT  
Director, Navy Staff

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.documentservices.dla.mil>

SAMPLE COURIER AUTHORIZATION LETTER

From: Chief of Naval Operations  
To: To Whom It May Concern

Subj: COURIER AUTHORIZATION

1. Mr. John Thomas Doe (full name) of Chief of Naval Operations (name of activity) is authorized to hand carry three sealed packages, 9" X 8" X 24" (describe package(s) being carried) from Chief of Naval Operations, Pentagon, Washington, DC (addresser) to U.S. Naval Postgraduate School, Monterey, CA (addressee name) on 14 June 2013(date).
2. Flight #59 departs National Airport at 1100 and arrives at (insert flight information including transfer points) Los Angeles International Airport at 1400.
3. Mr. John Thomas Doe (name of courier) will carry a DoD Badge #12345 (type of I.D. w/photo). (If the courier is a civilian, include height, weight, date of birth and signature.)
4. This authorization expires 0900/07 June 2013 (Time/date not to exceed 7 days from date of issue.)
5. Confirmation of this authorization may be obtained by calling (703) 697-3454 or DSN 227-3454 or (703)697-1310.
6. This package contains classified material and is not to be opened under any circumstances.

ALPHONSO W. MOORE  
Director, Security Programs/  
Command Security Manager

Copy to:  
CNO SUB-REGISTRY